



Class Code: 2-0454  
FLSA: Non-exempt  
EEO: 06  
Bargaining Unit: 02  
Revised: 10/2020

## **ADMINISTRATIVE ASSISTANT, SENIOR - CONFIDENTIAL**

### **DEFINITION**

Under general direction, to perform a wide variety of difficult and complex specialized administrative support work in the Administrative Office, Board of Supervisors, and Clerk of the Board; to provide support for economic development and other special programs, and fiscal control of Administrative Office expenditures; to provide support for other County departments for special projects/assignments, as assigned; to prepare notifications of funding problems and recommend budget transfers; to coordinate and perform a variety of Assistant Clerk to the Board functions, which may include, but are not limited to assembling materials, distributing notices, reviewing agenda items, and taking minutes; to provide a variety of support for the County Administrative Officer and other professional level staff; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized Administrative Assistant, Senior classification. Positions are allocated to the Administrative Office. Incumbents provide specialized administrative support work for County fiscal control and economic development and other special programs. Incumbents also oversee and coordinate office and administrative support functions for the Board of Supervisors, Clerk of the Board, and Administrative Office.

The Administrative Assistant, Senior is distinguished from the Administrative Assistant by the fact that the Administrative Assistant, Senior performs a wider variety of more difficult and/or specialized support work for the Administrative Office. The Administrative Assistant, Senior classification is assigned to the Confidential Unit. Confidential incumbents may have access to information affecting employer-employee relations, and are not eligible to participate in a union bargaining unit.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from supervisory and/or management staff, depending on area of assignment. Exercises no direct supervision over staff. May provide lead direction, work coordination, and training, as assigned.

### **CLASSIFICATIONS SUPERVISED**

May provide lead direction, work coordination, and training, as assigned.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Serves as specialized administrative staff support for the Administrative Office.
- Runs monthly General Ledger revenue and expenditure reports, balancing results with the Auditor-Controller's Office.
- Notifies appropriate parties of errors and tracks and corrects errors; develops spreadsheets for paying bills and ensuring appropriate funding levels to match expenditures.
- Initiates budget transfers, as needed; receives and logs in budget transfer requests from County departments.
- Reconciles Cash Balance Reports for trust accounts.
- Prepares emergency requests for funds and follows-up to ensure delivery of checks to appropriate

recipients.

- Assists Administrative Office staff with the development and administration of the County budget; revises, copies, and distributes budget manuals and forms; attends budget hearings and takes minutes; proofreads and finalizes reports and documents prepared by Administrative Office staff.
- Drafts correspondence for Board members and Administrative Office staff.
- Provides administrative support for the Grand Jury; performs a variety of special projects and studies, as delegated.
- May provide support for other County departments for special projects/assignments, as assigned.
- Performs a variety of office management, administrative support, and fiscal support assignments.
- Performs public information and relations assignments, including receiving office visitors and telephone calls.
- Providing comprehensive information about policies, functions, and procedures of the Administrative Office and County government; prepares and submits activity reports and reports required by other government agencies.
- Establishes and updates information retrieval systems; operates computers, maintaining and updating files and databases.
- Generates computer reports; performs word processing; may develop and prepare employee newsletters and awards programs.
- Performs Clerk of the Board functions, as delegated.
- Receives, processes, and prepares a variety of documents related to Board functions and the Board agenda.
- Reviews the accuracy of contracts, ordinances, and other Board and Administrative Office project documents.
- Ensures the timely creation and distribution of the Board agenda; may take notes, transcribe recordings, and ensure the preparation of minutes/recordings of Board and other Administrative proceedings;
- Prepares minute orders, resolutions, and other records of Board and other Administrative proceedings; distributes or oversees the distribution of copies of ordinances, resolutions, proclamations, Board minutes, digital media and related documents to County departments, news media, members of the public and appropriate government organizations;
- Publishes required notices for Board actions within required deadlines;
- Accepts, files, and processes a variety of both confidential and non-confidential documents related to claims against the County, and appeals;
- Performs a variety of administrative details related to assessment appeals; receives payments, per Board fee schedules and agreements, and makes deposits.
- Other duties as assigned.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- County, Board of Supervisors, Clerk of the Board, and Administrative Office policies, rules, and regulations.
- Laws, rules, and regulations affecting the Administrative Office and Board of Supervisors operations and responsibilities.
- Establishment and maintenance of files and information retrieval systems.
- Modern office management methods and procedures.
- Budget development and control.
- Public and community relations.
- Purchasing methods and procedures.

- Account and statistical record keeping.
- Proper English usage, spelling, grammar, and punctuation.
- Personal computers and software applications related to administrative support work.
- Principles of lead direction, work coordination, and training.

**Ability to:**

- Perform a wide variety of complex and specialized administrative support work for the Administrative Office, Clerk of the Board, and the Board of Supervisors.
- Interpret, explain, and apply a variety of County, Board of Supervisors, Clerk of the Board and Administrative Office policies, rules, and regulations.
- Provide lead direction, work coordination, and training for other staff, as assigned.
- Work with considerable independence and initiative while exercising good judgment in recognizing scope of authority.
- Gather, organize, analyze, and present a variety of data and information.
- Provide support for maintenance and control of the budget for the Administrative Office, Clerk of the Board, and Board of Supervisors.
- Prepare clear, concise, and accurate records and reports.
- Prepare public relations and informational material. Take and transcribe notes of dictation and meetings.
- Use a personal computer and software for word processing and administrative support work.
- Deal tactfully and courteously with the public, representatives of other agencies, and other County staff when explaining the functions and policies of the County, Board of Supervisors, Clerk of the Board and Administrative Office.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

**DESIRABLE QUALIFICATIONS**

**Licensing and Certifications:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

**Training and Experience:**

Five (5) years of increasingly responsible work experience performing a variety of administrative and complex office support work, including substantial experience in maintaining fiscal information and including substantial public contact.

Additional directly related education and/or experience may be substituted.

**WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel as necessary.

**Disaster Service Workers:** As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

**The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.**